

**City of Fort Lauderdale
Building Department
Telephone 954-828-6520**

TITLE: H.V.A.C. REPLACEMENT PROCEDURE

**PURPOSE: ALLOW CONTRACTORS TO OBTAIN HVAC PERMITS
FOR EMERGENCY CHANGE-OUTS.**

PROCEDURE:

In order to facilitate the emergency replacement of existing H.V.A.C. systems, the City of Fort Lauderdale Building Department offers the following procedure to help contractors comply with permitting requirements.

1. When undertaking the “emergency” replacement of an air-conditioning system (condenser, air-handler, or package unit), the contractor should first call the City of Fort Lauderdale Mechanical Chief at 954-828-6599. This phone is equipped with 24-hour voice-mail. When calling, the contractor should provide:
 - a) Company name
 - b) Employee name
 - c) Installation address
 - d) Any other necessary information
2. The contractor can then proceed with the installation. On the next regular business day, the contractor should fax in a permit application with credit authorization form to (954) 828-6330 or come to the City of Fort Lauderdale Building Department to apply for the permit. An air conditioning replacement data sheet must be submitted along with the application. (See the City’s web site for all required forms) www.fortlauderdale.gov.

If a contractor is found replacing an H.V.A.C. system without first calling the City of Fort Lauderdale Building Department or obtaining a permit prior to beginning work, the contractor will be subject to a permit fee of four (4) times the normal cost. Please reference City of Fort Lauderdale Ordinance Sec. 9-47

Alex Hernandez, Chief Mechanical Inspector